

### **A Complete Application will include:**

- \_\_\_ 1 original and 5 copies of the Applicant package- according to the specifications in the solicitation (How to Prepare and Submit Application)
- \_\_\_ Application and Award form signed
- \_\_\_ Table of Contents for Application- include page numbers

### **All Required Application Information (How to Prepare and Submit Application 3.a-3.q)**

- \_\_\_ Executive Summary
- \_\_\_ Experience & Expertise (there are two sections for this- Special Instructions 2.a.2. and 2.b.1.)
- \_\_\_ Written Narrative (Special Instructions 2.a.3., 2.b.5.)
- \_\_\_ Program Implementation Plan- General for entire funding cycle- **Complete Attachment 1 addressing full funding cycle**
- \_\_\_ Program Implementation Plan- Detailed for first year (through 12-31-10)- **Complete a second version of Attachment 1 addressing the first year.**
- \_\_\_ Cultural Competency Assessment- **Complete Attachment 2**
- \_\_\_ Evaluation Plan- **Complete Attachment 3**
- \_\_\_ Key Personnel Form- **Complete Attachment 4**
  - a. Provide Resumes
  - b. Provide Job Descriptions
  - c. Provide Organizational Chart
- \_\_\_ Proposed Collaboration or Subcontract with MCDPH- **Complete Attachment 5 including signature of STD Program Manager**
- \_\_\_ Other Proposed Collaborations and/or Proposed Subcontractors- **Complete Attachment 6 including signatures**
- \_\_\_ Agency Capacity & References **Complete Attachment 7**
- \_\_\_ Offerors Additional Internal Resources (if applicable) **Complete Attachment 8**
- \_\_\_ Materials Review Acceptance **Complete Attachment 9**
- \_\_\_ Price Sheet **Complete Attachment 10**
- \_\_\_ Budget Justification and Narrative **Complete Attachment 11**

### **Helpful Hints:**

For all attachments: Fill out the forms provided, you can reference the attachments in your narrative responses. If an attachment is not applicable, indicate that and include the form in your proposal.

Description of projects should include all parts of the Scope of Work.

Do not include letters of support in place of references or proposed collaborations- you must use the provided forms.